

TAB

CIA ACT OF 1949

Section 4, as enacted in 1949, provided:

EDUCATION AND TRAINING

Section 4 (a) Any officer or employee of the Agency may be assigned or detailed for special instruction, research, or training, at or with domestic or foreign public or private institutions; trade, labor, agricultural, or scientific associations; courses or training programs under the National Military Establishment; or commercial firms.

(b) The Agency shall, under such regulations as the Director may prescribe, pay the tuition and other expenses of officers and employees of the Agency assigned or detailed in accordance with provisions of subsection (a) of this section, in addition to the pay and allowances to which such officers and employees may be otherwise entitled.

TITLE 5, U. S. CODE, CHAPTER 41

Training of Federal civilian employees is regulated by Title 5, U. S. Code, Chapter 41 (formerly the Government Employees Training Act). This Agency is excepted from certain sections of this Code, to wit: control by and reporting to the Civil Service Commission (CSC); requirement of one full year of continuous civilian service to be eligible for training at non-Government facilities; limitations on the amount of training a federal employee may receive at a non-Government facility; and execution of continued service (training) agreements for training at non-Government facilities. By ~~director~~ of the ~~Executive Director-Comptroller~~ and OGC, however, the decision was made to comply with the "spirit of the law" in these last three categories. Therefore, the Agency does require training agreements, but only for training that is full-time (semester or more), and cases where training costs amount to \$1,000 or more. The one year of service prerequisite is also adhered to but with a waiver clause for cases of training "in the public interest," as approved by the Deputy Director involved.

This Agency is not excepted from sections of the Code involving the establishment of training programs; use of Government facilities to answer the requirement before utilization of non-Government; caveats on use of non-Government training facilities; specifically, prohibition of sponsorship for the sole purpose of obtaining an academic degree(s); expenses of training; expenses of attendance at professional meetings; acceptance of contributions, awards and other payments; and absorption of costs within funds available.

CSC maintains a Federal Personnel Manual (FPM) system; Chapter 410 covers training. Periodically CSC issues letters to be incorporated in the FPM to update or advise Government agencies on current trends in training. FPM Letter 410-9, 26 January 1971, set the training authority to support an Upward Mobility Program for lower-level and minority group employees, and instructed agencies to look beyond the present official duties of employees to the time when they may assume greater responsibility in more demanding positions. It also authorized agencies to approve individual employee programs of study in non-Government facilities which comprise a series of courses leading to the developmental goal. A recent FPM Letter stresses that agencies are required to include a "provision for the establishment of training and education programs designed to provide a maximum opportunity for employees to advance so as to perform at their highest potential." We interpret this to mean the installation, on a Government-wide basis, of more in-house training programs in basic skills.

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HEADQUARTERS REGULATIONS - [REDACTED]

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[REDACTED] cites the authority of the Agency to provide for the training of its employees and prescribes the general policies and responsibilities governing its training activities.

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27 February 1974

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Degrees of MT Carecrists

BS Far East Area Studies - 1
 Linguistics - 2
 Liberal Arts - 1
 Naval Science - 1
 Public Speaking - 1
 Home Economics - 1
 Government - 1
 English Lit. - 5
 Economics - 3
 International Affairs - 4
 Education - 8
 History - 17
 Sociology - 2
 Physics - 1
 Engineering - 3
 Economic Geography - 1
 Geography - 4
 Law - 3
 Social Science - 2
 Business Administration - 6
 Mathematics - 1
 Physical Education - 2
 Marine Transportation - 1
 Geology - 1
 Philosophy - 2
 Public Administration - 1
 Political Science - 5
 Chinese Language - 1
 Secretarial Science - 2
 Languages - 3

MS Russian Area Studies - 2
 Education - 5
 Political Science - 2
 English Lit. - 1
 Sociology - 1
 Philosophy - 2
 EDP Systems - 1
 Physical Education - 1
 History - 5
 International Affairs - 3
 Geography - 2
 Business Administration - 2

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MS	Physics - 1 Languages - 4 Economics - 1 Public Administration - 2 Social Science - 1 Engineering - 1
PhD	Englist Lit - 1 History - 4 Geography - 1 Far East Area Studies - 1 Languages - 1 Business Administration - 1 Law - 1

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FISCAL 1973 COMPONENT CONDUCTED TRAINING

TOTALS BY COMPONENTS OF DIRECTORATES

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Note: The personnel figures whether full-time or part-time include all persons engaged in conducting training - instructors, administrators, technical services, and clerical support.

Position Description

Component Training Officer

The Component Training Officer will:

1. Provide information and guidance to supervisors, career managers, and career panels and boards on internal and external training programs suitable to the individual career development of employees in his component.
2. In coordination with component officials, assist in development of training profiles to be incorporated in the Professional Development Program established in the component.
3. Identify, as requested by the Office of Training and other components, requirements for regular and special instructional programs conducted or administered by those components.
4. Coordinate applications for attendance at internal training programs and at Agency-sponsored programs at non-Agency facilities.
5. On a regular basis, maintain liaison with OTR's Registrar primarily, with other instructional personnel in OTR, and with Training Officers in other components to ensure currency of substance and scheduling of programs by those components.
6. Attend briefings, workshops, conferences on training conducted or sponsored by the Office of Training or by other components in the Agency.

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OTR TRAINING FACILITIES

<u>Bldg.</u>	<u>Office Space</u>	<u>Classroom Space</u>	<u>Other Space</u>	<u>Totals</u>
Hqs.	714	3,568 [1]	900	5,182
CofC	30,202	24,707	16,101	71,010
Rosslyn (ALT)	4,060	[2]	---	4,060
		[3]	---	851
		17,445	[4]	17,445 [4]
	35,827 sq.ft.	45,720 sq.ft.	17,001 sq.ft.	98,548 sq.ft.

Notes: 1 - does not include 6 small language classrooms at Hqs.

4 - Does not include office and other non-classroom space

See separate list of bldgs.

OTR CLASSROOMS
IN
CHAMBER OF COMMERCE BUILDING

A. CLASSROOMS

<u>ROOM</u>	<u>SQ FT</u>	<u>STUDENT CAPACITY</u>	<u>REMARKS</u>
1004	1100	30	
902	1648	60	
912	1056	30	
916	800	35	
802	1100	30	
812	876	25	
815	480	12	
822	480	12	
825	480	12	
236	1600	60	
221	948	45	
207	800	20	

SUBTOTAL 11,368 SQ FT

B. OTHER CLASSROOM SPACE

601	420	15	TTY Terminal Area
602	1120	20	TTY Terminal Area
233/34	1020	32	Team Rooms
225	1200	50	Language Lab
3Rd Floor	9279		Language Classrooms
402	300		Language - Testing

SUBTOTAL 13,339 SQ FT

TOTAL CLASSROOM
SPACE 24,707 SQ FT

C. TOTAL SPACE IN
CHAMBER OF COMMERCE
BUILDING

OFFICE - 30,202

CLASSROOM - 24,707

OTHER - 16,101

71,010 SQUARE FEET

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FISCAL 1973 COMPONENT CONDUCTED TRAINING

TOTALS BY COMPONENTS OF DIRECTORATES

	<u>Classrooms</u>	<u>Classroom Space (sq. ft.)</u>	<u>Personnel</u> <u>Full-time</u> <u>Part-time</u>
<u>OPERATIONS</u>			
25X1A	0		
	2	1,680	
	0		
	2	1,020	
25X1A	1	,040	
25X1A	2	,600	
Total:	7	5,340	
<u>INTELLIGENCE</u>			
CRS	0		
IAS	0		
OER	0		
Total:	0	0	
<u>MANAGEMENT & SERVICES</u>			
ISAS	0		
OC*	30	16,220	
OJCS	0		
OL	1	740	
OMS	0		
OP	0		
OS**	2	1,759	
Total:	33	18,719	
<u>SCIENCE & TECHNOLOGY</u>			
O/DD/S&T	0		
OWI(formerly FMSAC)	0		
NPIC	3	4,462	
OEL	1	2,000	
OTS***	13	11,303	
Total:	17	17,765	
25X1A	AGENCY TOTALS	57	41,824

facilities not included - used by other components.

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FISCAL 1973 COMPONENT CONDUCTED TRAINING

TOTALS BY COMPONENTS OF DIRECTORATES

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Note: The personnel figures whether full-time or part-time include all persons engaged in conducting training - instructors, administrators, technical services, and clerical support.

TAB

OFFICE OF TRAINING

COURSES

Fiscal Year 1974

	<u>Maximum</u>	<u>Location</u>
Administrative Procedures 4 days - full-time	20	HQS
Advanced Intelligence Seminar 2½ weeks - full-time	25	<input type="text"/>
Advanced Management Program 3-4 weeks - full-time	16	HQS
Advanced Operations 6 weeks - full-time	15	<input type="text"/>
Anti-Narcotics Operations Course 1 week - full-time	30	HQS
Application of Information Science to Imagery Analysis 2 weeks - full-time	20	HQS
Basic Operations 16 weeks - full-time	40	<input type="text"/>
Chiefs of Station Seminar 2 weeks - part-time	18	HQS
China Familiarization 1 week - full-time	25	HQS
CIA: Today & Tomorrow 3 days - full-time	250	HQS
Clerical Orientation 1 - 3 days - full-time	30	HQS
Countering Terrorist Tactics Course 4½ days - full-time	20	<input type="text"/>
DDO Operations Orientation for DDS&T 1 week - full-time	17	HQS

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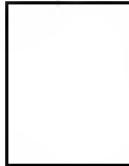

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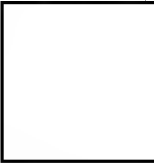

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	<u>Maximum</u>	<u>Location</u>
Effective Briefing 10 weeks - part-time	16	HQS
Effective Writing 4 weeks - part-time	12	HQS
Field Administration 3 weeks - full-time	15	HQS
Financial Management Workshop 4 weeks - full-time	16	HQS
Fundamentals of Budgeting 5 days - full-time Plus one day the following week	16	HQS
Fundamentals of Supervision and Management 1 week - full-time	38	HQS
Information Science for Intelligence Functions 4 weeks - full-time	30	HQS
Information Science for Managers 4 weeks - full-time	30	HQS
Instructor Training Workshop 10 days - full-time	9	HQS
Intelligence in World Affairs 3 weeks - full-time	40	HQS
Intelligence Information Reports and Requirements 3 weeks - full-time	10	HQS
Intelligence Information Reports Familiarization 1 week - full-time	10	HQS
Intelligence Production 7 weeks - full-time	15	HQS
Intelligence Writing Techniques for CT's 1 week - full-time	15	HQS
Intelligence Writing Workshop 4 weeks - part-time	10	HQS
Latin American Area Seminar 12 weeks - part-time	10	<div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div>

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	<u>Maximum</u>	<u>Location</u>	
Management and Services Review: Trends & Highlights 1 week - full-time	54		STAT
Managerial Grid 1 week - full-time	40		
Management by Objectives Workshop 2 - 5 days - full-time	30	HQS	
Midcareer Course 5 weeks - full-time	30		STAT
Office Management Seminar 4 days - full-time	14		
Operational Indoctrination for OTS 1 week - full-time	12	HQS	
Operational Records & Desk Orientation for CT's 1 week - full-time	15	HQS	
Operational Records I 2 days - full-time	40	HQS	
Operational Records II 1 week - full-time	30	HQS	
Operational Records III 1 day - full-time	No limit	HQS	
Operations Support 3 weeks - full-time	24		STAT
Orientation for Overseas 2 days - full-time	25	HQS	
Parachute Jump  2 weeks - full-time	15		STAT
Project Officer in the Contract Cycle 1 week - full-time	26		
Performance Appraisal Workshop 1 or 2 days - full-time	28	HQS	
	40	HQS	STAT
Scientific & Technical Collection for DO Officers 2 weeks - full-time	25	HQS	

	<u>Maximum</u>	<u>Location</u>
Senior Seminar 10 weeks - full-time	20	
 8 weeks - full-time	20	
Survey of Intelligence Information Systems 3 weeks - full-time	30	HQS
Systems Dynamics: Principles and Applications 3 weeks - full-time	20	HQS
USSR Country Survey 2 weeks - full-time	25	HQS

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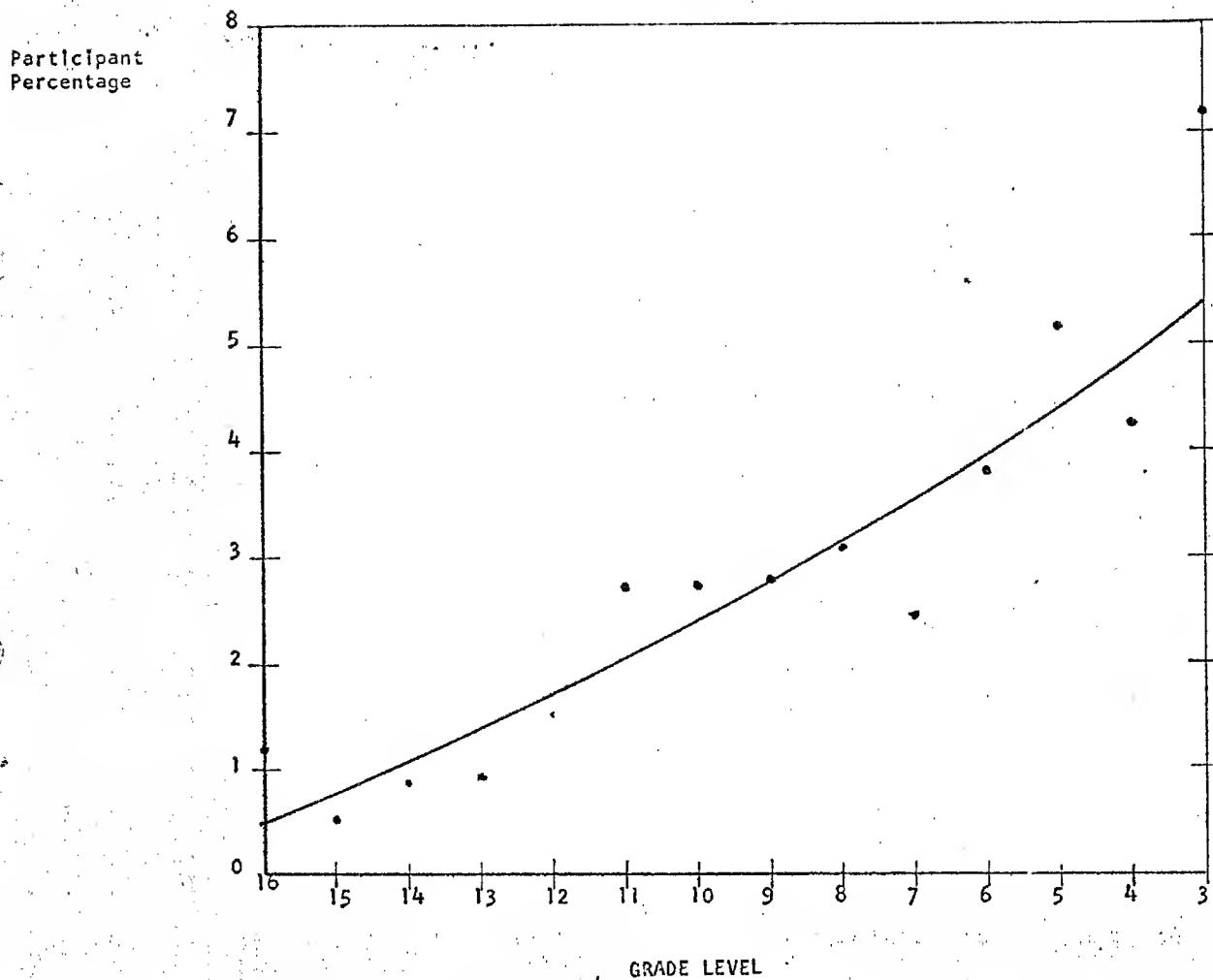
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Participation by Grade in Off-Campus Program
Fall 1973

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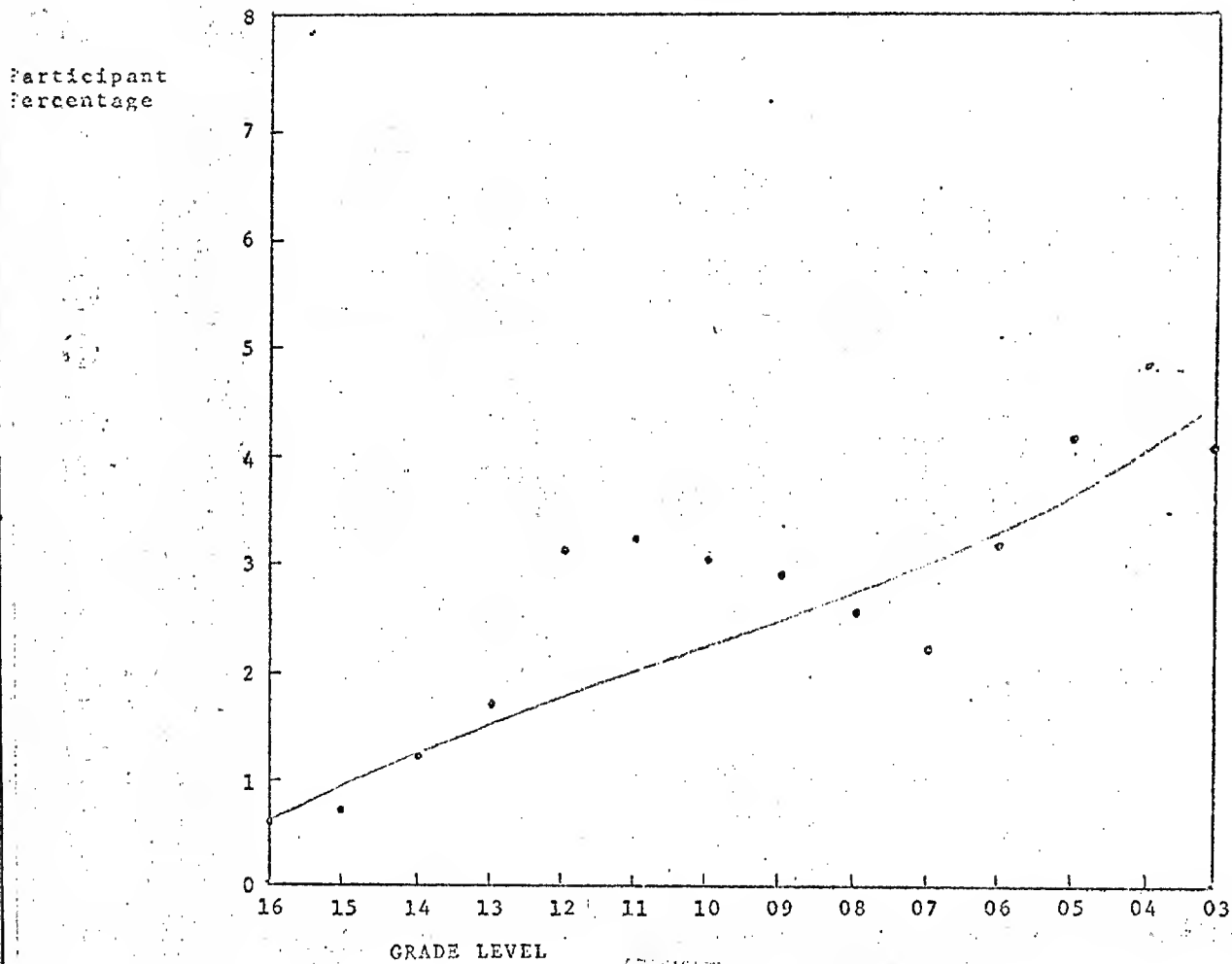
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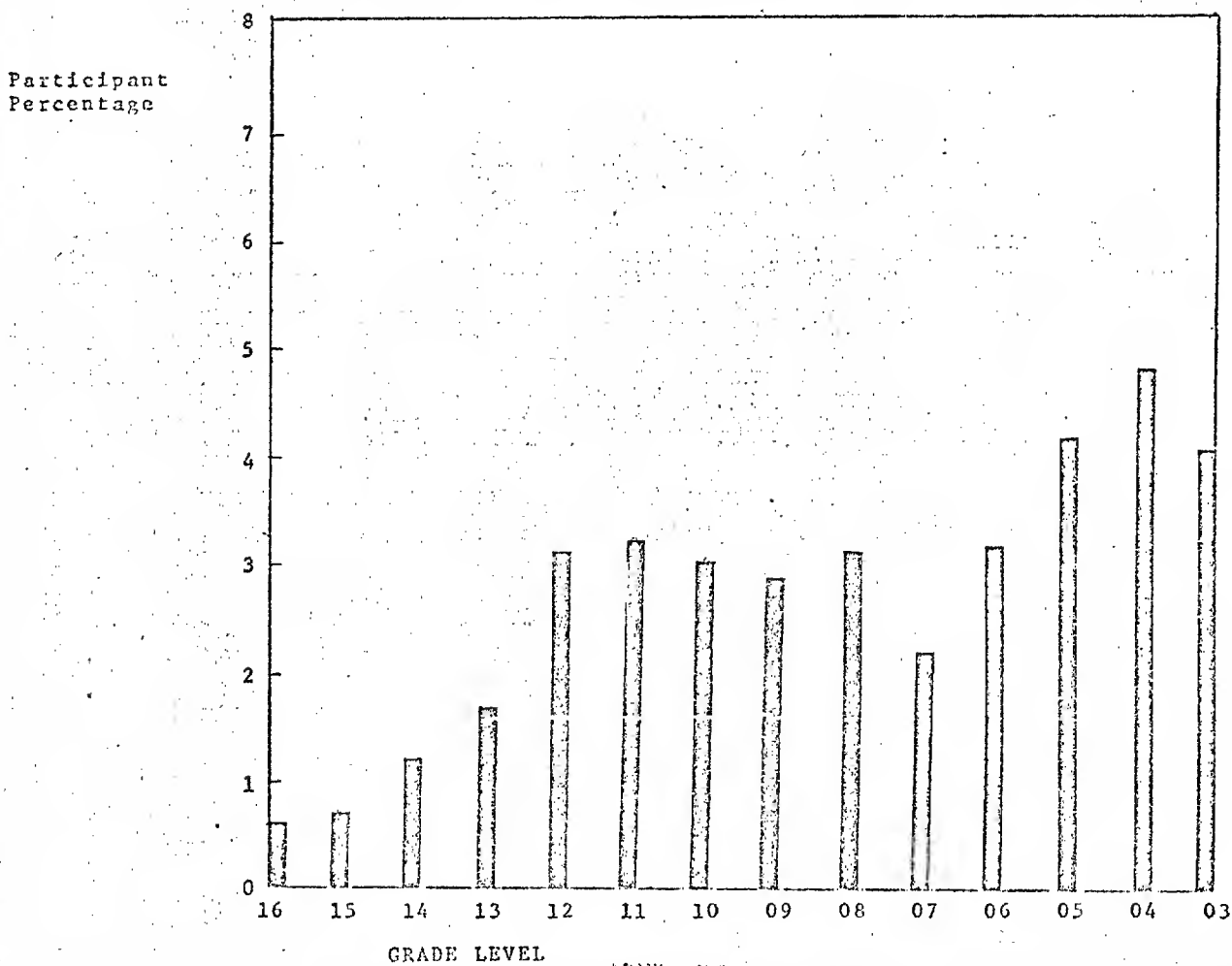
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Participation by Grade in Off-Campus Program
Spring 1974



ADMINISTRATIVE -- 11 JULY 1974
Participation by Grade in Off-Campus Program
Spring 1974



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The Career Training Program (CTP) is the Agency's general entry professional employment mechanism, and corresponds to the management intern and similar programs operated by the Defense Department and a number of major corporations. The CT Staff has three functions, namely, selection and recruitment, supervision of CT training, and career placement. The Staff interviews all applicants, and uses other data, such as the results of psychological testing, in addition to its own findings in the evaluation of applicant qualifications. For those applicants who are accepted into the Program, the Staff arranges training schedules lasting from nine to twelve months which are tailored to individual qualifications and interests. Individual preferences are also taken into account as the Staff arranges permanent career assignments. All Directorates except S&T use the CTP for professional staffing, with the Operations Directorate currently absorbing about two thirds of all CT graduates. The current annual recruitment target is 90 CT's. The Chief of the CTP is assisted by four Program Officers and a small clerical staff;

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LANGUAGE AWARDS

The initial Language Awards Program began in February 1957 in order to stimulate Agency personnel to achieve and maintain proficiency skills in foreign languages generally. The program was abolished in August 1963 after cash awards totaling more than \$765,000 failed to produce foreign language skills when, where, and in the numbers needed. The Office of Training funded this program during its six year existence.

The Language Proficiency Step Increase Program, A Clandestine Service program, began in July 1968 for the achievement of Vietnamese. In September 1969, Arabic, Bengali, Farsi, Hindustani, Korean, Tamil, Thai, and Turkish were added as incentive languages. These awards were funded by the individual divisions and there were no centralized records. This program functioned until March 1971 when the existing Language Proficiency Cash Award (LPCA) Program began.

The LPCA Program is more job-related than the earlier programs in that participants must be nominated by their parent components to achieve proficiencies in languages which are incentive languages of their components. When selecting an employee for participation in the Program, the component must specify the type of skill (Reading, Speaking, or Reading/Speaking/Understanding) and the proficiency level (1 to 4) desired as the ultimate goal.

Through December 1973, 459 Agency employees have been enrolled in the Program. Agency components have designated a total of 60 different languages as incentive languages. Thus far, 182 Agency employees have received \$132,550 for achieving skills in 26 languages. The Program does not authorize cash awards for language maintenance, but rather seeks to have skills achieved through training put to immediate use in language designated positions. The funds for this Program are provided by the component which designates the individual to the Program.

LANGUAGE PROFICIENCY TESTING

GENERAL

The Office of Training is responsible for conducting foreign language proficiency testing for the Agency as a whole [redacted] The Language Learning Center administers an average of 1200 to 1400 oral and reading tests annually in approximately 36 foreign languages. These tests are administered to selected applicants, entrants-on-duty, our own language students, and other on-duty personnel.

STATINTL

Oral tests are conducted mainly by Language Center testing specialists (in French and Spanish) and instructors (other languages). For languages not taught at the Center, competent Agency employees are used after they have been given training in testing methodology and evaluation. For languages in which there is no Agency testing capability, the services of the Foreign Service Institute are employed, at a current cost of \$33 per test. In cases where there is no language capability in the Governmental community, a self-evaluation technique is employed.

HISTORY

In the early years of the then Language and Area School/OTR, language proficiency testing took place on a more or less ad hoc basis. In 1955-56, a program of concentrated test development was undertaken, and in February 1957 the Language Development Program with attendant cash awards for achievement and maintenance of language skills was initiated. Multiple-choice tests were developed in 31 languages and translation tests in nine additional languages. For other languages, translation tests [redacted] were used.

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Testing volume was as high as 2100 per year during the existence of the cash awards program. As the amount of the awards was reduced in succeeding years, the test volume declined, totaling 313 in FY 1965. In January 1966, the first of several concerted testing drives was begun to purge records of claimed, but untested, skills. The testing volume has since risen to its present annual level of 1200 to 1400. A backlog of some 700 claimed, but untested, skills remains.

TESTING RESEARCH

The Center employs a full-time Linguistic Consultant whose primary responsibilities are concerned with test development. Research currently is underway or contemplated to revise (i.e., shorten)

existing versions of primary multiple-choice reading tests; develop a new (prototype) reading test with German as the initial language; study the interview techniques and evaluation procedures for oral tests; develop a set of materials for training oral testers; and evaluate the comparability between OTR's Language Learning Center and FSI's School of Language Studies in oral proficiency testing in the Spanish, French, and German languages.

Statistics for Language Proficiency Testing in FY 1972 and 1973, and the first half of FY 1974 are attached.

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BRIEFING SUPPORT AND SPECIAL PROGRAMS

The briefing and special programs functions of the Intelligence Institute are conducted in response to specific requirements or requests from outside the Agency. They cover a wide variety of activities. These range from residence faculty assistance by OTR to the Defense Intelligence School (DIS) and the Foreign Affairs Executive Seminar (FAES), to visits by non-governmental and governmental training groups to CIA, to briefings of academic groups and civic organizations. Most briefings are on the missions, functions, and organization of CIA, the Intelligence Community, and the National Security Council. Some visiting groups are also briefed on substantive subjects such as international terrorism and the international drug traffic, problems of economic, scientific, and strategic intelligence, and the elements of national power.

Briefings for ambassadors and other U.S. officials are provided at the request of the Directorate of Intelligence. External briefings are given to U.S. government training groups at such locations as the DIS, the Foreign Service Institute, the AID Washington Training Center, the Executive Seminar Center at Kings Point, and at military training centers such as Ft. Benning. At the request of the Directorate for Operations, briefings for foreign officials are given, including special tutorial programs, covering a few hours to several weeks, for foreign intelligence officers. Tutorial programs may involve not only Intelligence Institute personnel, but also instructors from other OTR components and experts from the various Directorates.

The Intelligence Institute is also responsible for the planning and administrating of briefing programs for outside groups visiting the Agency. These include businessmen sponsored by the Brookings Institute, military officers and DOD civilians in the JCS-DIA program, and the "Day at CIA" programs conducted for the Senior Seminar in Foreign Policy, the Army War College and the Industrial College of the Armed Forces, the National Senior Cryptologic Course and NSA's Special Research Interns. Speakers for these courses and briefing programs generally come from the executive level of the Agency.

An added responsibility of the Special Programs Officer is planning and arranging for the highly successful Guest Speaker Program conducted in the Headquarters Auditorium. This program, which commenced in October 1973, has presented experts from universities, the business community, and the government, on wide-ranging and current topics as crisis management, economics and space technology to large audiences. Each presentation has been attended by up to 100 visitors from other parts of the Intelligence Community.

NON-AGENCY TRAINING

Each year thousands of employees attend some type of external training program. Since the requirements of the Agency touch on so many unusual and divergent fields, all training requirements cannot be met internally. In any one month employees will spend many manhours participating in external training, on a full or part-time basis, at a university or college, at a military base, an Interagency training program, a commercial firm, or perhaps taking a correspondence course. Employees from all Directorates participate in external training. The duration of these programs varies from three days to a year.

STAT The Agency's External Training Program is administered and monitored by the Office of Training. Title 5, U. S. Code, Chapter 41 (formerly Government Employees Training Act [GETA]), is the blanket authority for all Agency training, and Headquarters Regulation [] "Training at Non-Agency Facility," defines Agency policy relative to GETA. Agency need is the principal criterion for determining who will be sponsored for external training. The GETA prohibits sponsorship for the sole purpose of earning an academic degree. If the Agency needs a specific skill(s), however, and the individual selected for the training achieves a degree as a by-product, there is neither Agency objection nor GETA prohibition.

As the responsible office for carrying out this activity, OTR screens and processes requests for non-Agency training. It coordinates nominations and enrollments, handles the administrative details associated with the training, insures that financial, budgetary, security, and cover requirements are met, and prepares travel orders, tuition/travel advances, and reimbursements, and certifies billings and invoices for payment. This financial processing is centralized and is not contingent upon budget location.

Consideration of cover in external training cannot be emphasized too strongly. All requests for employees who have been or are presently under cover, or those for whom a cover backstop is planned, must be forwarded to CCS prior to submission to OTR. CCS has responsibility for approving all cover aspects of the training program, briefing employees on the use of approved cover, and, in coordination with OTR, handling the actual enrollment through established cover channels.

General budgetary planning precedes any training activity. At one time OTR funded the Agency's entire external training program, but this was later decentralized to the components. OTR now budgets only for Training Selection Board programs, and the FSI Foreign Affairs Executive Seminar.

OTR must insure that necessary documentation for recording the completion of training is submitted for incorporation in individual personnel records and in the Agency Training Record. Evidence of completion may be in one or more of several forms; a certificate issued by the training facility, a grade report, a certification signed by the employee, or a training critique. The critique is useful to both the student and OTR in bringing the training into focus and in checking the effectiveness and applicability of a specific course. It provides timely information about the facility and course and serves as a guide for future participation.

In summary, Agency policy follows the lead of the Federal Government and recognizes the desirability of external training as a supplement to self-development and internal training. OTR can provide preliminary information on a wide range of training opportunities at non-Agency facilities and will administer and monitor the training effort once a decision is made to proceed with a specific program.

The document for requesting external training, Form 136, "Request for Training at non-Agency Facility," serves as an authorizing contract for the expenditure of training funds, regardless of budget location. It is designed to meet OTR's requirements as well as those of other Agency components, e.g., one copy is retained by the Cover and Commercial Staff if cover is involved, and the original contract is retained by the Office of Finance Certifying Officer if an expenditure of training funds, other than travel and per diem, is authorized. The F-136 also serves as the input document to the Office of Joint Computer Services for inclusion of the completed training program in the official Agency Training Record (ATR).

Each request is reviewed to insure that the training objective is valid and meaningful and that the training, if approved, would be in accordance with Agency regulations and policy. Other factors which are considered include the possibility of meeting the requirement through internal capabilities; appropriateness of comparative cost; qualification of the employee in relation to course prerequisites; availability of funds, and cover and security aspects. In certain cases a Continued Service Agreement, commonly known as a Training Agreement, is required: full-time academic training of three months or more, or training at any non-Government facility for which the combined cost of tuition, travel, and per diem exceeds \$1,000. OTR briefs employees required to sign such Agreements, witnesses the Agreements, and keeps the Office of Personnel and Office of Finance informed of such cases.

Enrollments in external courses are handled in a variety of ways. In some cases, OTR enrolls the employee directly; in others, arrangements are made for the employee to be enrolled by the Cover and Commercial Staff; the employee enrolls as a private individual, or the employee's component may handle the enrollment. The latter is particularly true in cases of technical/maintenance training at factories and plants, where equipment contracts are involved.

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AGENCY TRAINING RECORDSTATINTL Headquarters Regulation ☐ states:

The Director of Training shall maintain the Official Training Record, for career management and other purposes, to show participation in and satisfactory completion of all Agency-sponsored training, except on-the-job training, approved by the Director of Training.

The Agency Training Record is a computerized listing of individual employee training, conducted or sponsored by the Agency. It includes OTR courses, most internal programs conducted by other firms, and Agency sponsored training at non-Agency facilities. The Record does not reflect participation in informal or special-purpose training of short duration such as briefings, lectures, conferences, professional meetings, or orientation and familiarization tours; nor does it reflect training not sponsored by the Agency.

The information for the Record is prepared and maintained by the Services and Registration Staff in OTR. Seven-year cumulative reports are computer - produced semi-annually. These reports are produced on microfilm and printed out in various forms:

1. Alphabetical listing of students by name.
2. Listing by office of assignment and then students alphabetically within the office, giving the course(s) taken. This report is distributed to Senior Training Officers and selected Component Training Officers.
3. Listing by service designation, with students recorded alphabetically within the service designation, giving the course(s) taken. This report is distributed to Senior Training Officers and selected Component Training Officers.

A report by service designation is compiled by courses once every calendar year. One cumulative report was published in January 1969 and only annual supplements are now being issued. This listing is sent to selected Senior Training Officers and Component Training Officers.

Information for computer input is obtained from the Form 136, "Request for Training at Non-Agency Facility," Form 73, "Request for Internal Training," and rosters submitted to OTR on training given by components or under contract.

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ADMINISTRATIVE — INTERNAL USE ONLY

Language Qualifications Register

The Language Qualifications Register (LQR) constitutes the foreign language inventory of the Agency. The most significant parts of the LQR are listings of language qualified personnel according to

- A. Entire Agency, by language, by alphabetical surname;
- B. Career Service, by language, by alphabetical surname;
- C. Foreign language, by age group, by sub-category (professional, technical, communications and clerical personnel);
- E. Resignees, by language, by alphabetical surname.

Most of the statistics compiled by the Language Development Committee are derived from this Register. It is also used by the Language Learning Center for identifying language qualified employees who might be used for testing purposes or participation in language training programs, e.g., total immersion programs

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The LQR (Machine Run #161 A through L) was first printed ca. 1957. In the early 1960s when the first of the foreign language testing efforts was undertaken, the system of using letters (Z, S, E, I, H, N) for tested proficiencies, numbers for claimed language competencies, and other letters for disclaims was established. This Register is updated and still produced semiannually and is distributed to the Qualifications Analysis Branch/OP and to the Language Learning Center/OTR. Each Agency Office receives a copy of the section of the LQR pertinent to its own personnel, by language and by alphabetical listing.

A modification of this Register (Run #260 A through G) was first printed for the Language Development Committee in 1970. This run contains totals of three types of proficiency skills - R S U (Reading, Speaking, Understanding) and totals of the number of these skills at each proficiency level. These totals are grouped by language and alphabetical surname for the entire Agency; for each Career Service; for age groups and sub-categories (professional, technical, communications, and clerical personnel); and for resignees. This run is produced semiannually, as of 30 June and 31 December.

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S-E-C-R-E-T

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December 1970

LANGUAGE FACTOR

Sample

R,W,P,S,U,T

This six (6) character field represents the Language factors and contains the Language Proficiency Code.

The first (1) position of this field represents	- READING
The second (2) position of this field represents	- WRITING
The third (3) position of this field represents	- PRONOUNCING
The fourth (4) position of this field represents	- SPEAKING
The fifth (5) position of this field represents	- UNDERSTANDING
The sixth (6) position of this field represents	- TRANSLATING

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LANGUAGE PROFICIENCY CODE

N = Tested - Native
H = Tested - High
I = Tested - Intermediate

P = Tested - Native (Disclaimed)
J = Tested - High (Disclaimed)
K = Tested - Intermediate (Disclaimed)

5 = Claim - Native
4 = Claim - High
3 = Claim - Intermediate

9 = Claim - Native (Disclaimed)
8 = Claim - High (Disclaimed)
7 = Claim - Intermediate (Disclaimed)

E = Tested - Elementary
S = Tested - Slight
Z = Tested - Zero

F = Tested - Elementary (Disclaimed)
T = Tested - Slight (Disclaimed)
Z = Tested - Zero (Disclaimed)

2 = Claim - Elementary
1 = Claim - Slight
0 = Claim - None

6 = Claim - Elementary (Disclaimed)
0 = Claim - Slight (Disclaimed)
0 = Claim - None (Disclaimed)

* Translation
1 - Has had experience as a translator
2 - Has had experience as a interpreter
3 - Both of the above statements apply
4 - None of the above apply

ADMINISTRATIVE — INTERNAL USE ONLY

Language Control Register

The Language Control Register (LCR) (Machine Run #140-H) lists the specific language positions in each operating unit, the level of the language skill needed, and the language capability of the incumbent employees. It also shows the capability of any employee in the unit who has a skill in a language needed by the unit. A flag prints out beside any language proficiency that has not been tested within three years. This run is published quarterly -- December, March, June and September. The Register is used by the Language Learning Center in support of the Language Development Program to: 1) check the language goals of a position to which an individual employee is being assigned before appropriate language training is given; and 2) report on the degree to which Directorates are filling foreign language positions with language qualified personnel.

In February 1970 when the first LCR was printed, [] STATINTL stated that if a language position was filled by an employee without the requisite language proficiency, a waiver signed by the Deputy Director concerned was needed. By 1971 this requirement had evolved into a matter of paperwork. In July 1972 [] was re- STATINTL vised -- eliminating general language requirements and the necessity of waivers. The present system of language- designated positions with specific skill levels as goals was substituted. Information on how well the Directorates are filling their language positions is incorporated in the Language Development Committee's annual report to the DCI.

ADMINISTRATIVE — INTERNAL USE ONLY

REQUEST FOR INTERNAL TRAINING
(Form 73)

A model of Form 73 "Request for Internal Training," the form used to apply for admission to courses given by OTR or other components, is attached for your convenience. Most blocks are self-explanatory, but noted below are items which require careful completion.

Item 1. The name appearing here is normally that used on all official records. If, for security reasons, an individual is to take the course under another name, it is to be entered here, and so indicated.

Item 3. This number must be correct so the applicant can get credit on the official Agency Training Record.

Item 5. The original EOD date is entered here, not an EOD resulting from a return from overseas, from a transfer between Agency elements, or from some other administrative action. This information has significance because admission to some courses depends on total length of service.

Item 9. Indicate service designation, if staff employee.

Item 9a. Check if contract employee.

Items 11 and 12: Place of birth and Social Security Number, (only when required for specific courses), should be entered in these blocks.

Item 14. Careful thought should be given to the information submitted in this block. A general picture of the experience of the applicant plus an accurate description of the current or projected assignment help OTR provide appropriate training. The information serves a twofold purpose. OTR uses this to determine the qualifications and priority status of the applicant, and instructors use the information to structure courses to the needs and experience of the students. Much valuable time is lost if instructors must wait until the first day of the course to obtain this information from the students.

Item 15. This information should be as accurate as possible.

Item 17. This date, estimated or otherwise, has a bearing on priority of admission to some OTR courses. It should be filled in whenever applicable.

Items 18 and 19. Copy Number 2 (pink), the instructor's copy, must be an exact duplicate of the original, including the required signature. The supervisor's name should appear in typewritten form along with the signature.

Item 23. Although the reverse side of the form is for OTR's use, this block may be used if, for example, Item 14 has to be continued or if any qualifying comments will further assist OTR.

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REQUEST FOR TRAINING AT
NON-AGENCY FACILITY
(Form 136)

The Office of Training has received many inquiries on the correct method of completing the Form 136 (Request for Training at Non-Agency Facility). The following should be of assistance in filling in the form. A facsimile of Form 136 is attached.

In addition to being a request for training, the F-136 also serves as a contract for the expenditure of funds, a request for travel order (where appropriate), and the input document for the Office of Joint Computer Services.

Items 3 - 15 in the sample show the correct form for completing these blocks. Make special note of the following instructions; unacceptable items appear most often in these spaces.

Item 5 - Use only M or F.

Item 6 - Give only the last two digits of the year the employee was born.

Item 7 - Show month and year -- two digits for the month and two digits for the year.

Item 8 - Listed below are Office symbols acceptable for computer input:

ODCI	NIO	PERS	HIST	PS	NE	SAC	OER	ODST	ODE
GENC	ODMS	SEC	ISAS	CCS	SB	ODDI	IRS	OEL	OTS
IG	MED	OTR	CTP	AF	WH	OBGI	IA	ORD	NPIC
ICS	COMO	FIN	ODDO		SS	OCI	OSR	OSA	INTA
OLC		OJCS	CIOP	EUR	DIVD	CRS	UCS	OSI	TAS
COMP	LOG	REGS	OS	EA			OPR	OWI	

Item 9 - Is to be filled in with only a two-digit numeric grade. Do not use the grade prefixed; e.g., GS, GSF, etc.

Item 10 - Listed below are service designations acceptable for computer input:

Items 11 and 12 - Use only two digits each for month, day and year, in that order.

Item 15 - Use only the abbreviations cited below:

FT; full-time training.

PT; part-time training.

COMB; training which is a combination of part and full time.

Item 23 - Should be as complete and accurate as possible.

Item 24 - Should name the facility providing the training.

Item 25 - Should show the actual location of the training site.

Item 26 - Should be the facility's course description (if available) in sufficient detail to permit matching the training goals in Item 26a.

Item 26a - Should be a specific statement of objectives. In addition, it should provide a justification of the training requested and relate the employee's job responsibilities to the goals. It is often possible on the basis of information given here for OTR to suggest an alternate course; in some cases, a less expensive one or one which will better satisfy the goal.

Item 27 - Self-explanatory.

Item 28 - Applicant's title and telephone extension should be inserted here.

Item 29 - OTR use only.

Item 30 - When the component is funding the training, this block must be signed by the Budget & Fiscal Officer. The Charge Project Number should be cited here.

Item 31 - Must be completed in all cases. External training requests for individuals who are under cover, or for whom cover arrangements are required, will be forwarded to Cover and Commercial Staff before being transmitted to OTR. Early consultation with CCS on questions concerning cover status will minimize delay in processing the request.

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